



## NEW CONSTRUCTION INFORMATION SHEET FOR ASSISTED LIVING/RESIDENTIAL HEALTH CARE AND HOME PLUS FACILITIES

KAR 26-39-101(d) -- *"new construction or conversion of an existing unlicensed building to an adult care home"*

KAR 26-40-302 /KAR 26-40-303 – *"Nursing Facility Physical Environment; new or existing nursing facilities."*

- Plans will be reviewed according to these regulations.

KAR 28-40-437 – *"Construction, General Requirements for Home Plus"*

KAR 28-39-254-256 – *"Construction, Support Services, Details & Finishes for Assisted Living/Residential Health Care Facilities"*

### **Letter of Intent:**

- The project manager/owner will submit a letter of intent to Rita Bailey. Contents must include:
  - Type of adult care home
  - Address, city, zip
  - Contact person
  - Phone number
  - E-mail address
  - Legal description of the site.
- The State Fire Marshal's office (SFM) and Al Gutierrez will be notified by Rita regarding the letter of intent.

### **Site Inspection:**

- The project manager/owner will be notified by Al to arrange for a site inspection and to schedule a visit.
- The project manager/owner will contact the SFM for any assistance with the life safety code process.

### **Plan Review Meeting:**

- Al will contact the project manager/owner to schedule a plan review meeting. Attendees should include:
  - Project manager/owner
  - Architect
  - Facility staff
  - KDADS staff (Joe Ewert, Patty Brown, Al and Rita)
- Prior to the plan review meeting:
  - Facility staff and architect will review the plans.
  - The architect will send the plans to Al.
  - Plans will be reviewed by KDADS staff.

- AI will send an email to the project manager/owner and KDADS staff with the date, time and location of the plan review meeting.
- The project manager/owner will notify facility staff and architect with the date, time and location of the plan review meeting.

### **Plan Review Meeting**

- The project manager/owner will present a brief background of the facility and construction or remodeling.
- Plans will be reviewed according to KAR 26-40-302 or KAR 26-40-303.
- Miscellaneous supporting construction articles may also be provided at this time.
- AI will:
  - Provide new construction guidelines.
  - Provide a sample submission of final plans letter.
  - Review time requirements.
  - Review environmental checklist.
  - Provide a copy of the environmental checklist to the project manager/owner.
- The owner will provide AI and Rita with the name of the person to contact during the construction process.

### **Submission of Final Plans:**

- Phone calls or additional meetings may be arranged to review the plans and to answer any remaining questions prior to submission of the final plans. *(This letter does not state the plans are in compliance – the architect is responsible for confirming this in their letter).*
- The architect will send AI the final stamped and signed floor plans and the submission of final plans letter stating compliance with KAR 26-39-101(d)(3).
- AI will send a letter of acknowledgement to the project manager/owner indicating receipt of the final plans.
- Construction cannot begin until the letter of acknowledgement is received by AI.

### **Construction, 50% and Final Inspection:**

- Once construction has begun, the project manager/owner/ designee will keep in contact with AI and Rita regarding the construction progress.
- *If the project is a new facility not previously licensed at 50% completion, the project manager/owner must ensure the completed state licensure application has been submitted to Rita.*
- The project manager/owner will send the policies and procedures to Patty at least **six** week prior to final inspection.

- The project manager/owner will contact Rita when the facility is **30** days from **50%** completion. She will notify the SFM, AI and Patty with the final completion date.
- The project manager/owner will contact Rita when the facility is **30** days from the final completion date. She will notify the SFM, AI and Patty with the final completion date.
- The facility must be **100%** complete prior to inspection.
- The SFM will contact the project manager/owner to schedule the final inspection of the facility.
- The architect/owner will complete the punch lists prior to the final environmental inspection.
- AI will contact the project manager/owner/administrator and conduct an environmental inspection of the facility using the checklist.
- The environmental inspection of the facility will be written off-site and sent to the project manager.
- AI will determine if the licensure requirements are met. If met, he will notify Rita.
- Rita will notify Patty once the facility has passed the SFM and KDADS environmental inspections. A survey will be conducted within the next year.
- Rita will notify the project manager/owner with a “verbal” approval for occupancy. An approval letter will be sent for occupancy and the license within two weeks.

#### **HCBS:**

- The owner may contact Aquilla Jordon, Director, HCBS Waiver Services.

#### **Contact Information:**

##### **Al Gutierrez**

Environmental Specialist  
612 S. Kansas Ave.  
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##### **Joe Ewert, Commissioner**

Survey, Certification & Credentialing Commission  
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##### **Aquilla Jordon, Director**

HCBS Waiver Services  
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##### **Patty Brown**

Regional Manager  
Licensed-Only Facilities  
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##### **Rita Bailey**

Administrative Officer  
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##### **State Fire Marshal's Office**

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Topeka, Ks 66612  
785 296-3401